



# Minutes of the NOAA Small Boat Safety Board Meeting July 13, 2006 Conference Call



Minutes of Small Boat Safety Board Conference Call Meeting

Date: Thursday, July 13th, 2006

Time: 1.00PM – 3.00PM (ET) / 10.00AM – 12.00PM (PT)

Board members present:

- Mark Miller (SBSPC)
- Paul Parsons, Safety & Security Division Chief
- LCDR Douglas Schleiger, NMFS (NW Region)
- Don McMillan, NMFS (NE Region)
- Dennis Thaute, OLE
- Wayne Hoggard, NMFS (SE Region)
- Dana Wilkes, NOS
- Dennis Donahue, OAR

Board members not present:

- LT Daniel Price, Small Boat Engineer – East Coast
- John Shanahan, CA Officer (facilities)

Agenda Items discussed:

1. Review and approve minutes of the last Small Boat Safety Board meeting (May 11<sup>th</sup>, 2006)
  - *Meeting opened at 1.05PM (ET) / 10.05AM (PT). Minutes from the previous meeting were approved. Add Dennis Donahue to list of attendees. Minutes will be distributed by SBSPC to interested parties.*
2. SBSB discussion on the process of bringing new members to the Board (i.e., Chad Yoshinaga, LOSBO/PIFSC to replace Doug Schleiger).
  - Chad Yoshinaga is on the Board, replacing Doug Schleiger. Doug will remain in the loop for the time being.
  - Will hold off on bringing all LOSBOs onto the Board as participants.
  - NMFS needs to ID one Line Office Representative with the other NMFS LOSBOs under that person.
  - More discussion on NMFS representation: Should NMFS have more reps on the SBSB due to the number of boats and scope of work? SBSPC will investigate outcome from January '06 SBSB meeting concerning this issue.
  - Recommend holding quarterly or Bi-annual LOSBO meetings.



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3. Update on the distribution of the Inspection Checklists (SBSPC)
    - a. Final vote on selection (A) or (B) as discussed in the e-mail forwarded to the members of the board on June 15 and again on June 20.  
Issues brought to a vote:
      - Question 1) On the years when SBEX (surveyor inspections) are due:
        - A) Surveyors complete the ASBE checklists in addition to anything else they might do. No, ASBE by SFM.
        - B) The SFM completes the ASBE checklist every year, in addition to the survey. Surveyors just keep on doing what they always do.  
  
Verbal vote: Choice B wins. ASBE Checklist will be completed annually in addition to the SBEX. The SFM is responsible for completion of the ASBE every year. The ASBE may be completed by a certified surveyor if the SFM so chooses.
      - Question 2) We will **\*not\*** require SBEX for class A inspections. Only ASBEs by SFM.
        - A) No SBEX
        - B) We should have surveyors look at these boats every 3 years.  
  
Verbal vote: (A) has it. SBEX will not be required for all Class A Small Boats. The SFM is responsible for the seaworthiness of these small boats. ASBE Checklists will be required for all class As. The ASBE may be conducted by a Certified Marine Surveyor if the SFM chooses
  - Discussion on recommending inflatable boats to visit an authorized service shop every one or three years: Decide not to include this in the inspection letter. Instead emphasize the responsibility on the SFM for the seaworthiness of the boats.
4. Update on NAO 209-XXX and PFD policy (Paul Parsons)
  - Meetings with Parsons and Miller will be held the week of July 17-21 to discuss the NAO. Changes to the NAO will be run by the SBSB before movement.
5. NOAA Small Boat Policy (NSBP)
  - a. Preparations for upcoming meeting August 15 and 16
  - b. Reminder for Line Office July 25 review deadline of current NSBP
  - c. Discussion on possible agenda for meeting
  - Meeting for Aug 15-16 is still a go. LT Miller will provide cost estimates for Anchorage, AK  
Muskegan, MI  
Astoria, OR
  - Price feasibility will dictate location.



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- Discussion: All agree future meeting should be held at different NOAA Small Boat facilities around the country so SBSB members can see, first hand, the different operations, boats and facilities.
  - Nico will be back and Dana offered up help to organize the meeting
6. Progress on Training Course:
- a. Assessment of OLE PQS (as discussed 05-11-06 item 3.a.)
    - All agree it is a good example for the Line Offices to base their boat/operation specific PQSs on.
    - PQS should be reviewed by the LOSBOs to check concurrence with the NOAA PQS minimum requirements and meets the needs of the LO, operations and location.
  - b. Other items relating to Training Course (i.e. training candidates, etc.)
    - Marine Rescue Consultants can tailor a course to coincide with PQS requirements at each site if chosen by the SFM.
    - Funding and bids will need to be identified.
7. Updates of Small Boat Website (Dan Price)  
Not present: no movement
8. From the Desk of the Small Boat Safety Program Coordinator – updates on ongoing projects, challenges, opportunities and issues from the fleet.
- a. Formalizing the SBSB position – discuss input received from the SBSB members.  
Wording for letter to AAs:  
“This individual is an active/voting member of the SBSB. This position requires a significant amount of time and effort. I request this responsibility be reflected in their personnel review file/position description. Please confirm with an official letter.”
  - b. Define surf zone operations.  
Short Answer: The nearshore zone between the outermost breakers and the area of the wave uprush. Shore landings should constitute surf zone operations.
9. Review and update of Plan of Action and Milestones:

Small Boat Safety Program Plan of Actions and Milestones (UPDATED: June 8, 2006)			
Actions	Milestones	Due Dates	Responsible
NAO 209-XXX Completed: 70%	Completion of final version	03/17/2006 – Done	Nico Corbijn
	Review/Approval of final version	03/24/2006 – Done	Voting members of SBSB



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## Small Boat Safety Program Plan of Actions and Milestones (UPDATED: June 8, 2006)

Actions	Milestones	Due Dates	Responsible
	Submission of final version to Paul Parsons	03/31/2006 – Done	Voting members of SBSB Nico Corbijn
	Paul Parsons / NAO board review	07/01/2006	Paul Parsons
	SBSB Review and return with comments	08/01/2006	SBSB
	NAO board final review	10/1/2006	Paul Parsons
Personal Flotation Devices Policy Completed: 70%	Completion of final version	03/17/2006 – Done	Nico Corbijn
	Review/Approval of final version	03/24/2006 – Done	Voting members of SBSB
	Submission of final version to Paul Parsons	03/31/2006 - Done	Voting members of SBSB Nico Corbijn
	Paul Parsons / Policy board review	07/01/2006	Paul Parsons
	SBSB Review and return with comments	08/01/2006	SBSB
	Policy board final review	10/1/2006	Paul Parsons
NOAA Small Boat Policy (NSBP) Completed: 40%	Completion of first draft		SBSB Committees Nico Corbijn
	Review of policy	7/25/2006	Line Office
	Collate comments	8/7/2006	SBSPC
	Meeting to discuss policy	8/15-16/2006	SBSPC
	Submission of first draft	10/2006	SBSB
Operational Risk Assessment (ORA) Completed: 90%	Draft version of ORA Form presented to SBSB	04/28/2006 - Done	Wayne Hoggard
	ORA Form Review by SBSB	05/5/2006 - Done	SBSB / SBSPC
	Field testing of ORA Form and instructional documentation	07/7/2006 - Done	Line Offices
	Field testing results of ORA Form reviewed by SBSB	08/01/2006 - Done	SBSB / SBSPC
	Final version of ORA Form promulgated to SB Fleet for implementation	09/01/2006	SBSB



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## Small Boat Safety Program Plan of Actions and Milestones (UPDATED: June 8, 2006)

Actions	Milestones	Due Dates	Responsible
Operator Training Course Completed: 60%	Provide content for USCG Aux. Boating Skills & Seamanship (BS&S) Course to Pat Patana and Nico Corbijn	03/24/2006 – Done	John Shanahan Jack Burks
	Provide instructor and content for Team Coordination Training (TCT) course to Pat Patana and Nico Corbijn	03/24//2006 – Done	Doug Schleiger
	Provide list of Line Office Participants to Paul Parsons, Mark Miller, Jack Burks and Nico Corbijn	3/31/2006 – Done	Line Office SBSB members
	Review and Publish Course Content	4/14/2006 - Done	Pat Patana, Mark Miller, Jack Burks Nico Corbijn
	Training Operator Course	4/24 – 4/28/2006 – Done	Pat Patana, Jack Burks, John Shanahan
	Law Enforcement PQS standards distribution	5/11/2006 – Done	SBSPC Dennis Thaute
	OLE PQS review to SBSPC	7/06/06 - Done	SBSB
	Collate SBSB reviews and comments for discussion	7/13/2006	SBSPC
Small Boat Website Completed: 15%	Temporarily Disable Access to Website	Cancelled	Paul Parsons
	Website reviewed	6/01/2006 – In Progress	SBSB / SBSPC
	Website updated	7/13/06	Dan Price
	Monthly update to Website	Monthly	SBSPC
Small Boat Inspection Report (SECO) Completed: Continuous	Monthly updates provided to SBSPC	1 <sup>st</sup> of the month	Line Offices
Small Boat Inventory Completed:	Initial Fleetwide Update	6/1/2006	SBSPC
	Quarterly Updates	1 <sup>st</sup> day of the quarter (Jan./Apr./Jul./Oct.)	SBSPC

10. Set time and date for next SBSB meeting.

- Will be held at the Aug 15-16 meeting.